



POS Program Integrity Unit: Provider Qualification Activity Flow - Fiscal Year 2007

The following activity flow is a synopsis of the work flow required to complete a provider qualification.

1. Provider uploads the Annual UFR requirements to OSD.
2. OSD receives the UFR requirement and prepares the document for the e-file system.
3. PDM information is updated from the filed UFR.
4. PPA accesses the OSD E-file system and downloads the Provider UFR.
5. PPA accesses the PDM for the Provider Financial Assessment Measures (FAM).
6. PPA performs the Provider Qualification after reviewing the UFR and the FAM.
7. PPA decides if Provider Qualification is Unconditional or a CAP is required.
8. If OK, the PPA sends an Unconditional Qualification Status Letter to the Provider.
9. If CAP, PPA prepares the administrative section of the CAP as well as the identified deficiency section.
10. The PPA then forwards the CAP to the Provider and requests that the Provider complete the CAP. (If a CAP includes Disallowed/Questioned costs or Surplus Revenue Retention Funds, a repayment or other agreement will be required from the Provider).
11. The Provider prepares the CAP.
12. The Provider forwards the CAP to the PPA for review and approval.
13. If OK, the PPA returns the CAP to the Provider for Board review and their Authorized Representative signature.
14. The signed CAP is returned to the PPA for review and the PPA's Authorized Representative signature.
15. If the PPA requests revisions, the CAP is returned to the Provider to make changes to the CAP.
16. Once the CAP is approved by the PPA, it is returned to the Provider for the Authorized Representative's signature.



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- ➊ The Provider returns the CAP to the PPA for the Authorized Representative's signature.
- ➋ When the PPA authorized representative signs the CAP, the CAP is finalized.
- ➌ The PPA then forwards one copy to each of the following:
 - Provider
 - EOHHS – POS Program Integrity Unit
 - OSD – Audit Bureau
 - PPA Program Manager
- ➍ The original copy of the CAP is retained by the PPA's Provider Qualification Analyst.